



GreenCore Building Services, LLC
402 D Gordon Drive
Exton, PA 19341
Phone: 610.524.4111
Fax: 610.524.4113
www.greencoreservices.com

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip Code*

_____ *County Township/Borough*

Phone: Land _____ E-mail Address: _____

Phone: Cell _____ Emergency #: _____

Drivers License No.: _____ Social Security No.: _____

Date of Birth: _____

Desired Salary:\$ _____ Position Applied for: _____

Are you a citizen of the United States? Yes ___ No ___

If no, are you authorized to work in the U.S.? Yes ___ No ___

Have you ever worked for this company? Yes ___ No ___ If so, when? _____

Have you ever been convicted of a crime? Yes ___ No ___ If yes, explain: _____

MINORS – This section to be completed ONLY if under age 18:

Age if under 18: _____ Birth Date if under 18:((MM/DD/YY) _____

Time dismissed from School: _____

Do you have a work permit from your school district (16&17 year olds only)? Yes ___ No ___

Attach a copy of work permit.

Can you work: School nights Yes ___ No ___ Weekends Yes ___ No ___

School activities that would require adjustments _____

Your time sheet must be turned in by 9:00 am every Monday to 402 D Gordon Drive, Exton. YOU are responsible to make sure we receive your hours worked.

Parent/Guardian Signature: _____ Relationship: _____

EDUCATION

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes ___ No ___ Degree: _____
College: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes ___ No ___ Degree: _____
Other: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes ___ No ___ Degree: _____

REFERENCES – please list three professional references

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes ___ No ___

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes ___ No ___

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes ___ No ___

MILITARY SERVICE

Branch: _____ From: _____ To _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

TELL US ABOUT YOUR AVAILABILITY

Date available to begin work _____
Days Yes___ No___ Nights Yes___ No___ Weekends Yes___ No___
Part-Time Yes___ No___ Full-Time Yes___ No___
Do you have reliable transportation? Yes ___ No___

DISCLAIMER AND SIGNATURES

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

APPLICANT PLEASE READ THE STATEMENTS BELOW AND SIGN

In consideration of my employment, I agree to follow the rules and regulations of Greencore Building Services, LLC. **I understand that my employment is at-will and that Greencore Building Services, LLC may terminate my employment at any time for any reason.** I understand that I am required to provide my supervisor with two weeks notice in writing if I voluntarily terminate my employment.

I declare that my answers to the questions on this application and the information on my resume are both truthful and factual, and I give Greencore Building Services, LLC the right to investigate all statements and secure additional information, if desirable, including criminal and other reports from federal, state and local agencies. I authorize, without reservation, any party contacted to furnish such information and hereby release from all liability and responsibility all persons, companies or corporations furnishing any such information. I understand any incomplete or false information contained in this application or on my resume could result in the termination of my employment. I agree my continued employment is subject to the review and further approval of my application package by Greencore Building Services, LLC's HR Department.

Signature: _____ Date: _____

Greencore Building Services, LLC is an equal opportunity employer. The Civil Rights Acts of 1964 and 1991, the Americans with Disabilities Act, and State and Local laws prohibit discrimination on the basis of race, color, religion, sex, national origin, or disability. In addition, the Age Discrimination in Employment Act of 1978 and some State and Local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply fully with these Acts and information requested on this application will not be used for any purpose prohibited by law.